

Imagine... A School Without Bullying: A School Climate Approach to Bullying Prevention

**Sample: Year One Comprehensive School-Wide Bullying Prevention and Response Plan**

Sample “ B ”

Note: Please remember to list those things that are already happening in your school community e.g. “Continuing on with Peacemakers” or “Continuing on with Peer Mediator Program” etc.

Step	Things to Consider	How we will do this/How we have done this	Who will do this	When?
<b>Step 1: Engage Commitment of School Staff</b>	<b>Staff awareness, education re: bullying</b>	Staff meetings. Principal and School Climate Committee	SCC	Nov-June
	<b>Staff understanding regarding their potential roles and responsibilities in this initiative</b>	Establishment of an anti- bullying committee, with the responsibility of reporting to the full staff	Administrator	September
	<b>Confirmation of staff re: commitment to make changes</b>		Administrator	September
	<b>Recruitment of staff to work on establishing the School Climate Committee</b>	Presented to staff at a staff meeting	Administrator	September
	<b>Orientation of occasional staff, new staff, bus drivers, volunteers, support staff, etc.</b>	On an individual and needs basis	All Staff	Ongoing

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<b>Step 2: Establish a School Climate Committee</b>	<b>Recruitment for the School Climate Committee from beyond staff</b>		Administration. SCC	Fall	
	<b>Forming the structure of the committee</b>		SCC	Fall	
	<b>Defining roles of committee members</b>		Scope and sequence to be discussed/initiated in second day of training	SCC/Administrator	Fall
	<b>Creating a meeting structure</b>		Use of STS afternoons and some staff meetings	Chairperson/SCC	Ongoing
	<b>Creating a broad plan of action</b>			SCC	Ongoing
<b>Step 3: Involve Parents</b>	<b>Parent education re: the issue of bullying</b>	Regular newsletter updates, including a list of websites parents may wish to check out for assistance Monthly School Council discussions  Inclusion of the school ESL teacher as part of the SCC	Administrator	Ongoing	
	<b>Promotion of parental involvement in initiative</b>		Administrator	Ongoing	
	<b>Promoting inclusiveness</b>		Administrator	Ongoing	

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	with parents whose first language is not English			
<b>Step 4: Involve Students</b>	<p><b>Enabling students to take action on matters that are important to them e.g. giving input to school policy, sitting on school committees, forming a student action group etc.</b></p> <p><b>Enabling students to participate in promoting school initiatives</b></p> <p><b>Recognizing student contributions</b></p> <p><b>Engaging students in bullying prevention curriculum</b></p>	<p>By invitation: Formation of the “B’ team to promote the idea of being buddies, not bullies Full school involvement in school concert of plays, songs, readings etc on the theme of “peace’ ( concert entitled “We can make a Difference”)</p> <p>B team involvement in monthly assemblies</p> <p>Certificates of recognition for “Buddy “ activities given at monthly assemblies Catch A Kid, Partners in Education</p>	<p>SCC Chairperson/Administrator</p> <p>SCC/Administrator/Students</p> <p>Administrator/Staff</p> <p>Staff /Students</p>	<p>TBD</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>Step 5: Create and/or amend a School Statement for a Respectful School Environment</b>	<p><b>Getting input and/or endorsements from all sectors</b></p> <p><b>Statement is simple enough that it can be</b></p>	<p>TBD</p> <p>School statement reviewed and kept as is Adoption of the phrase “ Be a buddy , not a bully”</p>	<p>Administrator/Staff</p> <p>Administrator/Staff</p>	<p>Fall</p> <p>TBD</p>

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	<b>easily remembered and restated by students, staff and parents</b>	New banner with that slogan hanging in the main corridor		
<b>Step 6: Build a Supervision Plan</b>	<p><b>Defining what behaviour your school will monitor for and track</b></p> <p><b>Creating spaces on documentation forms to note bullying behaviour or bullying situations</b></p> <p><b>Defining how your school will track bullying situations</b></p> <p><b>Define roles of all involved in supervision e.g. teachers, administrators, support staff, volunteers, peer mediators...</b></p> <p><b>Identification of high risk areas and ways to manage the risks</b></p>	<p>Review/revise and utilize what is currently in place</p> <p>Incident sheet has been created, initial form sent to the teacher</p> <p>Teachers and Principal roles clarified. Support staff, volunteers needs to be clarified/reviewed/revise</p> <p>Staff discussion Survey in package to be examined</p>	<p>Administrator/Staff</p> <p>Administrator</p> <p>Administrator/Staff</p> <p>Administrator/Staff</p> <p>Administrator/Staff</p>	<p>Fall</p> <p>Fall</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<b>Step 7: Construct a School Climate Enhancement Plan</b>	<b>Teaching and reinforcement of positive social skills including</b>	Teaching staff/curriculum	Administrator/ Staff	Ongoing

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	<p><b>how to deal with bullying</b></p> <p><b>Activities to support supervision efforts</b></p> <p><b>Classroom meetings</b></p> <p><b>Ways to acknowledge pro-social behaviours</b></p> <p><b>Ways to create a welcoming, inclusive, caring school community that promotes a sense of pride ownership</b></p>	<p>Painted new games on the tarmac and in-serviced all the students in their uses and rules Regular training and recognition of peer mediators</p> <p>Teachers to be introduced to resources to initiate or build on what is currently happening</p> <p>Introduction of a “new” buddy for our current school mascot (complete with costume created by parent volunteer) Catch a Kid, Partners in Education, classroom strategies</p> <p>FAST, Cycle recycle, assemblies (whale, Bully Dance) liturgies and retreats School wide presentations to promote anti- bullying e.g. Paul Behnke, Dorothy Bowman</p>	<p>Administrator/Staff</p> <p>Administrator/Staff</p> <p>Administrator</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b>Step 8: Develop a Response Plan</b></p>	<p><b>Policies and procedures specific to responding to bullying</b></p> <p><b>Support for student who was bullied</b> <b>Support for student who bullied to make amends</b></p>	<p>Scope and sequence to be initiated at a SCC meeting</p>	<p>Administrator/School Staff</p> <p>Administrator/School Staff/student Administrator/School Staff/students</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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	<p><b>and learn pro-social behaviour</b></p> <p><b>Support for witnesses of bullying to reflect and learn</b></p> <p><b>Documentation forms for responses to bullying situations</b></p>		<p>Administrator/School Staff/Students</p> <p>Administrator/School Staff</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>Step 9: Promote and Implement the School Plan</b></p>	<p><b>Ways to inform staff of school plan</b></p> <p><b>Ways to inform students of school plan</b></p> <p><b>Launching the school plan e.g. school assembly, school community event, etc.</b></p> <p><b>Promoting the school statement/school expectations</b></p> <p><b>Maintaining staff and student motivation</b></p>	<p>Staff meetings Regular committee reports to the full staff</p> <p>Build on the ½ Pint Assembly and newsletter</p> <p>In the classroom, yard expectations, assemblies</p> <p>Newsletter, School Council Meeting FAST, Cycle Recycle</p> <p>Follow through and communications with staff Partners in Education and motivational material Affirmation of good behaviour</p>	<p>SCC/Administrator</p> <p>SCC/Administrator</p> <p>SCC/School Staff/Administrator</p> <p>School Staff</p> <p>Administrator/School Council</p>	<p>Ongoing</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p>

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	<b>Keeping all sectors of the school community reminded and up to date with any changes</b>	School and classroom newsletters	SCC/Administrator	Ongoing
<b>Step 10: Monitor and Reassess the School Plan</b>	<p><b>Creation of regular opportunities for staff to reflect on the process and the plan e.g. short weekly meetings, regular agenda item at staff meetings, etc.</b></p> <p><b>Opportunities for review/reassessment of the plan by the different sectors in the school community</b></p>	<p>Staff meetings and School Climate Committee</p> <p>School safety surveys from 2002 was redone to note any changes in results Initiated in next school year</p>	<p>SCC/Administrator</p> <p>SCC/Administrator</p>	<p>Ongoing</p> <p>Ongoing</p>